

[Voucher Examiner \(PSU\) \(T\)](#)

[Voucher Examiner \(PSU\)](#)

[Painter \(T\)](#)

[Painter](#)

[Electrician \(T\)](#)

[Electrician](#)

[Motor Pool Supervisor \(T\)](#)

[Motor Pool Supervisor](#)

[Cultural Affairs Assistant \(T\)](#)

[Cultural Affairs Assistant](#)

[Shipment Assistant \(T\)](#)

[Shipment Assistant](#)

[Engineer \(General\)](#)

FSN#2008/100 (T)

[Voucher Examiner \(PSU\)](#)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-6; FP-8 (Trainee)

OPENING DATE: December 19, 2008

CLOSING DATE: January 8, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) Six months of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT**

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**CLOSING DATE FOR THE POSITION: January 8, 2009**

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FSN#2008/100

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7

OPENING DATE: December 19, 2008

CLOSING DATE: January 8, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner.

**QUALIFICATIONS REQUIRED:**

**NOTES: (1)** All applicants must address each selection criterion detailed below with specific and comprehensive

information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) One year of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: January 8, 2009**

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FSN#2008/105(T)

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-4; FP-AA, Trainee

OPENING DATE: December 19, 2008

CLOSING DATE: January 1, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) One year’s direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments is required; (5) Ability to drive and possess a valid Thai’s driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

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**CLOSING DATE FOR THE POSITION: JANUARY 1, 2009**

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FSN#2008/105

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-5; FP-9

OPENING DATE: December 19, 2008

CLOSING DATE: January 1, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office

(FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Two years’ direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments is required; (5) Ability to drive and possess a valid Thai’s driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JANUARY 1, 2009**

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FSN#2008/109 (T)

Electrician

OPEN TO: All Interested Candidates

POSITION: Electrician, FSN-4; FP-AA, Trainee

OPENING DATE: December 19, 2008

CLOSING DATE: January 1, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in its Facilities Management (FM), Preventive Maintenance Office located at Main Annex compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in electrical trade included installation, preventive maintenance and repair work for electrical components and also extensive range of large and small electromechanical equipment.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent) in Electrical or equivalent; (2) One year's direct experience in maintenance, repair and installation of electrical system; (3) Level II (limited knowledge) speaking/ reading/ writing English and Thai; (4) Must be able to operate computer; (5) Must be able to drive and have a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JANUARY 1, 2009**

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FSN#2008/109

Electrician

OPEN TO: All Interested Candidates

POSITION: Electrician, FSN-5; FP-9

OPENING DATE: December 19, 2008

CLOSING DATE: January 1, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in its Facilities Management (FM), Preventive Maintenance Office located at Main Annex compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Perform full journeyman level in electrical trade included installation, preventive maintenance and repair work for electrical components and also extensive range of large and small electromechanical equipment.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent) in Electrical or equivalent; (2) Two years’ direct experience in maintenance, repair and installation of electrical system; (3) Level II (limited knowledge) speaking/ reading/ writing English and Thai; (4) Must be able to operate computer; (5) Must be able to drive and have a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JANUARY 1, 2009**

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FSN#2008/127 (T)

**Motor Pool Supervisor**

OPEN TO: All Interested Candidates

POSITION: Motor Pool Supervisor, FSN-5; FP-9, Trainee

OPENING DATE: December 12, 2008

CLOSING DATE: December 24, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Motor Pool Supervisor in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

**BASIC FUNCTION OF POSITION:**

Serve as the supervisor of the Motor Pool Unit responsible for the overall vehicle fleet management and maintenance operations. Duties include planning and directing the day-to-day operations of the motor pool by scheduling driving assignments, inspecting vehicles, monitoring repair work performed by contractors, preparing and maintaining office records and reports and ensuring services provided to customers meet the required safety standard.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Must be able to read, write, speak and comprehend English and Thai at Level III (Good working knowledge); (3) Must have progressively responsible experience in the motor vehicle area including experience in automotive maintenance; (4) Must have working knowledge of Unit Level Logistics Supply Ground system (ULLS-G); (5) Must have Thai driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

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**CLOSING DATE FOR THE POSITION: December 24, 2008**

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FSN#2008/127

Motor Pool Supervisor

OPEN TO: All Interested Candidates

POSITION: Motor Pool Supervisor, FSN-6; FP-8

OPENING DATE: December 12, 2008

CLOSING DATE: December 24, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Motor Pool Supervisor in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

**BASIC FUNCTION OF POSITION:**

Serve as the supervisor of the Motor Pool Unit responsible for the overall vehicle fleet management and maintenance operations. Duties include planning and directing the day-to-day operations of the motor pool by scheduling driving assignments, inspecting vehicles, monitoring repair work performed by contractors, preparing and maintaining office records and reports and ensuring services provided to customers meet the required safety standard.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the

Bulletin Board in HR or on the Website.

**(1)** Completion of at least two years post secondary study at college or university (high vocational school or equivalent); **(2)** At least one year of supervisory experience; **(3)** Must be able to read, write, speak and comprehend English and Thai at Level III (Good working knowledge); **(4)** Must have progressively responsible experience in the motor vehicle area including experience in automotive maintenance; **(5)** Must have working knowledge of Unit Level Logistics Supply Ground system (ULLS-G); **(6)** Must have Thai driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER LICENSE**

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**CLOSING DATE FOR THE POSITION: December 24, 2008**

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FSN#2008/128 (T)

Cultural Affairs Assistant

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant, FSN-8; FP-6 (Trainee)

OPENING DATE: December 12, 2008

CLOSING DATE: January 15, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Cultural Affairs Assistant at the Consulate General Chiang Mai, located at Wichayanon Road, Chiang Mai.

**BASIC FUNCTION OF POSITION:**

Serve as an expert in local culture, plan and implement programs, and advise on the Consulate's relations with local media. Serve as the principal advisor and assistant to the Consulate General and Public Diplomacy officer in planning, developing, administering, and implementing the full range of public diplomacy programs, as well as in developing and maintaining key contacts. Performance is reviewed by the Public Affairs Counselor in Bangkok.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Liberal Arts, Political Sciences, International Relations, or other relevant field; (2) At least four years of progressive experience in public relations or other relevant field at the mid level, and/or university teaching experience; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Possesses knowledge of Thai society and government structure, awareness of issues related to U.S.-Thai relations, and personal acquaintance with personnel and/or decision makers in Thai education, government, business, and society at the provincial level in northern Thailand; (5) Excellent organizational ability, imagination, and resourcefulness as well as strong inter-personal and writing skills; (6) Must demonstrate ability to successfully serve at a trainee/developmental level in the position for at least one year before being eligible for the full performance level.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: January 15, 2009**

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FSN#2008/128

Cultural Affairs Assistant

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: December 12, 2008

CLOSING DATE: January 15, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Cultural Affairs Assistant at the Consulate General Chiang Mai, located at Wichayanon Road, Chiang Mai.

**BASIC FUNCTION OF POSITION:**

Serve as an expert in local culture, plan and implement programs, and advise on the Consulate's relations with local media. Serve as the principal advisor and assistant to the Consulate General and Public Diplomacy officer in planning, developing, administering, and implementing the full range of public diplomacy programs, as well as in developing and maintaining key contacts. Performance is reviewed by the Public Affairs Counselor in Bangkok.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Liberal Arts, Political Sciences, International Relations, or other relevant field; (2) At least five years of progressive experience in public relations or other relevant field at the mid level, and/or university teaching experience; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Possesses knowledge of Thai society and government structure, awareness of issues related to U.S.-Thai relations, and personal acquaintance with personnel and/or decision makers in Thai education, government, business, and society at the provincial level in northern Thailand; (5) Excellent organizational ability, imagination, and resourcefulness as well as strong inter-personal and writing skills; (6) Must demonstrate ability to successfully serve at a trainee/developmental level in the position for at least one year before being eligible for the full performance level.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: January 15, 2009**

FSN#2008/131 (T)

Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-6; FP-8, Trainee

OPENING DATE: December 19, 2008

CLOSING DATE: January 1, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical aspects of outgoing official consignments of official supplies and equipment, personal property, and privately owned and official vehicles to include air, sea, and land shipments.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least two years’ experience in administrative support, transportation, logistics, shipping or a closely related field that has provided experience in customs regulations and practices; (3) Level III (Good working knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must know all diplomatic shipping regulations of both Thai Customs and Ministry of Foreign Affairs; (5) Must be able to operate Microsoft Office desktop applications.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SUBMIT APPLICATION TO:**

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Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: JANUARY 1, 2009**

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FSN#2008/131

Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-7; FP-7

OPENING DATE: December 19, 2008

CLOSING DATE: January 1, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical aspects of outgoing official consignments of official supplies and equipment, personal property, and privately owned and official vehicles to include air, sea, and land shipments.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least three years' experience in administrative support, transportation, logistics, shipping or a closely related field that has provided experience in customs regulations and practices; (3) Level III (Good working knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must know all diplomatic shipping regulations of both Thai Customs and Ministry of Foreign Affairs; (5) Must be able to operate Microsoft Office desktop applications.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

Therefore, it is essential that the candidate address the required qualifications above in the application.

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DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: JANUARY 1, 2009**

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FSN#2008/132

Engineer (General)

OPEN TO: All Interested Candidates

POSITION: Engineer (General), FSN-11; FP-4

OPENING DATE: December 19, 2008

CLOSING DATE: January 8, 2009

WORK HOURS: Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineer (General) in its Residence Office In Charge of Construction (ROICC) office located at the JUSMAGTHAI compound, South Sathorn Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide construction management and engineering support services to the Resident Officer In Charge of Construction (ROICC), Site Thailand. Services include civil, mechanical, structural, and electrical engineering for the planning, design, construction, cost estimating, and inspection of construction and facilities support services for Department of Defense and State Department activities in Southeast Asia (including Thailand, Laos, Cambodia, Vietnam, Indonesia, Malaysia, East Timor, Australia, and the Philippines).

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Civil, Mechanical, Electrical, or Structural Engineering field; (2) Three to Five years of progressive responsible experience as a registered professional engineer, including at least three years of working experience in managerial level; (3) Must be a registered Engineer (minimum of Level 1); (4) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (5) Must possess expert and thorough professional knowledge of the field of engineering in which engaged and a sound knowledge of allied fields bearing upon the engineering work involved such as building and construction practices and its code, price and cost analysis techniques sufficient to evaluate Thai and other Southerneast Asia contractor’s proposals and prepare a negotiation position and construction cost estimate, construction scheduling, and U.S. Government Construction Contracting requirements; (6) Must be able to operate Microsoft Office package.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

Fax: 02-205-4928

**PLEASE ATTACH A COPY OF REGISTERED PROFESSIONAL ENGINEER CERTIFICATE**

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: January 8, 2009**

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